NH-500 Balance of State Continuum of Care (BoSCoC)
CoC Program Rank & Review Policy
FINAL

Purpose:

As the NH BoSCoC Collaborative applicant, the NH Bureau of Housing Supports is responsible for coordinating the Balance of State Continuum of Care's annual application through the HUD Notice of Funding Opportunity (NOFO) process. A required component to this process is the review and ranking of submitted new and renewal project applications.

Reviewer selection:

BHS will request reviewers for the CoC New Project Ranking team throughout the year in order to maintain a list of eligible reviewers to select from once the NOFO is released.

The new project review team will have at least 3 external reviewers.

Reviewers may not work for an agency, its affiliates or decision making bodies, or have a financial interest in a project that is submitting an application for renewal funding. If a potential reviewer's agency is not submitting a new project application, the person may sit on the new project review team.

Distribution of Documents:

Upon release of the NOFO, the BoSCoC will finalize the New and Renewal project ranking tools through a vote. BHS will distribute the ranking tools via email, and will post the documents on the BoSCoC website.

BHS will distribute new project applications to the BoSCoC via the distribution email list, and the documents will be posted on the BoSCoC website.

An application timeline will be developed based on the requirements of the NOFO. The timeline will be distributed via email, and will be posted on the BoSCoC website. Project applications received after the published due date will not be accepted.

BHS will distribute project application packets to reviewers either in person, or via email, depending on the reviewer's physical location, and the available timeframe.

New Application Procedure

The review process will be facilitated by the BHS CoC Program Administrator, who will provide financial records, HMIS data quality reports, CoC meeting participation, and other data as required by the ranking tools and the NOFA.

Ranking teams will review this document prior to starting their review in order to be consistent in their reviews of applications.

Reviewers will score applications based on what is in the application, and what is provided by the CoC Program Administrator, not based on their personal knowledge of a program.

If the reviewers need further clarification, the project application will be set aside without a final score. The CoC Program Administrator will record the review team's questions, and will reach out to the applicant(s) for clarification. Applicants will be given 1 business day to provide requested information. The review team will meet via conference call as soon as possible to finalize the scores.

The CoC Program Administrator will list all applicants in order by score, from highest to lowest. The BoSCoC Executive Committee will review the order and will make final recommendations based on the specific requirements in the NOFO and to ensure maximum funding for the BoSCoC.

The final Project Ranking will be distributed to the BoSCoC via email, and will be published on the BoSCoC website.

Renewal & Transition Application Procedure:

Renewal and transition ranking will be based on objective data obtained through HMIS and financial records, as defined in the renewal ranking tool. Supplemental ranking questions may be added based on the annual HUD issued NOFO. Supplemental questions will be voted on annually by the Balance of State CoC membership in the Renewal Ranking Tool.

The BoSCoC Administrator will assemble the information into a document that shows each project's score. This information will be sent to the recipients and subrecipients, who will have a period of time (to be determined by the NOFA schedule) to respond in writing if they disagree with their score.

The CoC Program Administrator will list all applicants in order by score, from highest to lowest.

The BoSCoC Executive Committee will review the order and will make final recommendations based on the specific requirements in the NOFO and to ensure maximum funding for the BoSCoC.

The final Project Ranking will be distributed to the BoSCoC via email, and will be published on the BoSCoC website.

HMIS and Coordinated Entry renewal projects will automatically be fully included in Tier 1 as the last two full projects, and will not be included in the ranking process.

Grievance Procedure:

If an applicant disagrees with their score, or placement on the ranking list, they may express their grievance in writing to the CoC Program Administrator within one business day of the list being published/distributed.

The BoSCoC Executive Committee will hold an emergency conference call to discuss the grievance, and to make a final decision. The applicant will be notified of the Executive Committee's decision in writing by the CoC Program Administrator within one business day of the meeting.

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Project Ranking

Project ranking will follow the order below unless it is changed by CoC membership or Executive Committee vote that is documented in the CoC meeting minutes.

- Renewal projects in rank order
- HMIS and Coordinated Entry renewal projects will automatically be fully included in Tier 1 as the last two full projects, and will not be included in the rating process.
- New reallocation and bonus projects in rank order
- DV Bonus Projects

The CoC Planning grant is included in the application packet submitted to HUD but is not ranked.

Revised 7.3.19 to include Transition grant language
Revised 9.1.2021 to replace all references to Notice of Funding Availability (NOFA) with Notice of Funding Opportunity (NOFO)
Revised 9.1.2021 to include supplemental ranking information under renewal and transition procedure

FINAL 7.10.18